

INKSTER PUBLIC LIBRARY

POSITION POSTING

POSITION: Part-Time Library Aide
REPORTS TO: Library Director

ESSENTIAL RESPONSIBILITIES:

- Perform circulation desk duties.
- Operate a variety of office equipment.
- Respond to patron in-person and telephone requests.
- Maintain statistics and data.
- Input data into Library's computer systems.
- Process Library materials.
- General clerical/computer work; maintain files and records; process and distribute mail.
- Assist in maintenance of supplies.
- Cooperate as a team member with all Library staff in performing any professional or non professional duty essential to the achievement of efficient Library operations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of customer service principles and techniques.
- Knowledge of basic operations of a library.
- Understand and carry out oral and written instructions.
- Operate modern office equipment, including computers.
- Type at a speed necessary for successful job performance.
- Ability to interact effectively and courteously with the public in delivering services.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.
- Proficient skills in English usage, spelling, grammar and punctuation.
- Knowledge in Library automated systems. TLN system is advantageous.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High school graduate or equivalent.
- Two years employment in a public library preferred.

HOURS: Regular part-time; Up to 15 hours per week (includes some evenings and Saturdays).

WAGES: \$10 per hour.

DEADLINE: Until filled, preference given to those applying by Wednesday, September 10, 2014.

REQUIREMENTS:

- Physical (including drug screen) and background check.

Applications will be accepted until the position is filled, preference will be given to those who apply by Wednesday, September 10, 2014. Interested individuals should forward a cover letter addressing the position requirements, a resume, and Inkster Public Library Application form, and three references with contact information to:

Denise Bearre, Library Director
Leanna Hicks Inkster Public Library
2005 Inkster Rd.
Inkster, MI 48141

Or: hr@inksterlibrary.org attention: Library Aide Position.

Inkster Public Library is an Equal Opportunity Employer

Approved 5-19-11

Revised 6-21-12; 8-15-13; 8-28-14